DOCUMENT RESUME

ED 457 533 CS 510 669

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TITLE Guide to Publishing at the U.S. Department of Education. November 2001 Edition.

INSTITUTION Department of Education, Washington, DC. Office of the Secretary.; Office of Public Affairs (ED), Washington, DC.
PUB DATE 2001-11-00
NOTE 56p.
AVAILABLE FROM ED Pubs, P.O. Box 1398, Jessup, MD 20794-1398. Tel: 877-433-7827 (Toll Free); Web site: http://www.ed.gov/pubs/edpubs.html.
PUB TYPE Guides - Non-Classroom (055)
EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS Editing; *Federal Government; Guidelines; Layout (Publications); Printing; Speeches; *Writing for Publication

ABSTRACT

This guide is intended for use by United States Department of Education employees and contractors working on manuscripts to be published by all principal offices except for the Office of Educational Research and Improvement, which includes the National Center for Education Statistics. It helps authors publish according to the duties and responsibilities of the United States Department of Education, whose mission is to ensure equal access to education and to promote educational excellence throughout the nation. Sections of the guide are: Your First Steps toward Publishing; Who Should Use This Guide; How This Guide Will Help You; Why You Must Publish through Government Channels; Getting Your Manuscript Edited and Printed; Getting Your Manuscript Designed; Steps in a Typical Printing Job at ED; Parts of a Publication; Sample Verso (Boilerplate) Page; Verso Page Explanation; The Writing Guides to Use; Limits on Content; Publishing Translations of ED Publications; Publishing Newsletters; Stationery and Business Cards; Giving and Publishing Official Speeches; How Your Publication Will Reach the Audience for Whom It Was Intended; and Forms Needed To Get Your Manuscript Edited and Printed. An appendix contains samples of forms needed to get a manuscript edited and printed. (RS)

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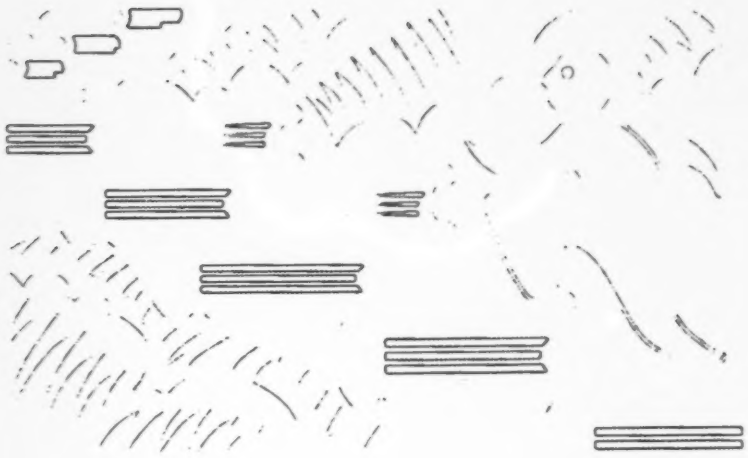

Guide to Publishing
at the
U.S. Department of Education

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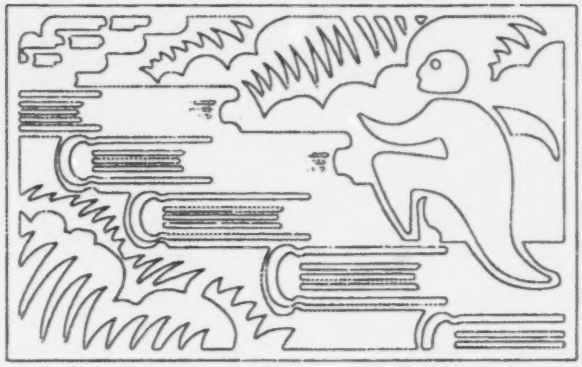

Guide to Publishing
at the
U.S. Department of Education

November 2001 Edition

Office of the Secretary
Office of Public Affairs
Editorial Policy, Publications and Printing Branch

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Office of Public Affairs
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Director

Editorial Policy, Publications and Printing Branch
Beverley Blondell
Chief

November 2001

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or **fax** your request to: (301) 470-1244;

or **e-mail** your request to: edpubs@inet.ed.gov.

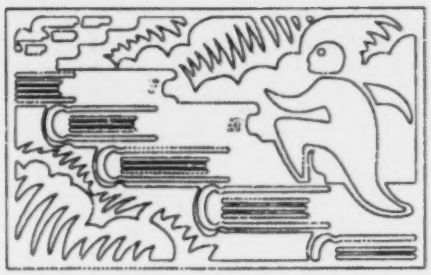
or **call** in your request toll-free: 1-877-433-7827 (1-877-4-ED-PUBS). If 877 service is not yet available in your area, call 1-800-872-5327 (1-800-USA-LEARN). Those who use a telecommunications device for the deaf (TDD) or a teletypewriter (TTY), should call 1-800-437-0833.

or **order online** at: www.ed.gov/pubs/edpubs.html.

This report is also available on the Department's Web site at: www.ed.gov/offices/OPA.

A small number of copies are available from the Editorial Policy, Publications and Printing Branch in FB-6, Room 5C106.

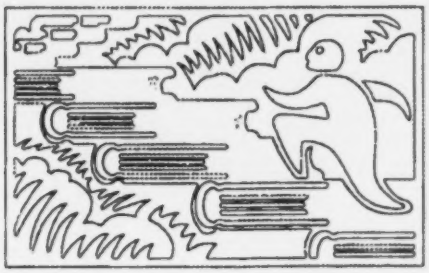
On request, this publication is available in alternate formats, such as Braille, large print, audiotape or computer diskette. For more information, please contact the Department's Alternate Format Center (202) 260-9895 or (202) 205-8113.



Your First Step Toward Publishing

Before you begin writing your manuscript, or at the very early stages of developing your publication, make an appointment with a member of the Editorial Policy, Publications and Printing Branch to discuss all aspects of your publication. By taking this step **FIRST—even before reading this manual**—you will save yourself significant time and trouble. While this guide provides all the information you need to successfully publish your manuscript in the federal sector, nothing is as helpful as the personal service you will receive from these staff experts:

Branch Chief	Beverley Blondell	401-0078	5C106
Writer-Editor	Kay McNamee	401-1669	5C118
Writer-Editor	Edward Ohnemus	260-1447	5C114
Writer-Editor	Jacquelyn Zimmermann	401-0762	5C110
Printing Specialist	John Woods	401-3606	5C108
Printing Specialist	Cecelia Lewis	401-4456	5C112

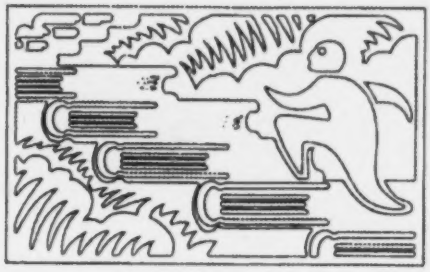


Acknowledgments

This publishing guide was conceived under the direction of Beverley Blondell, chief of the Editorial Policy, Publications and Printing Branch in the Office of Public Affairs (OPA) at the U.S. Department of Education.

The guide was written by OPA staff members Edward Ohnemus and Jacquelyn Zimmermann, and had the benefit of a careful reading and excellent suggestions from OPA editors Kay McNamee and Kathryn Perkinson, OPA graphics staff team leader Sherry Schweitzer and graphics team member Jim Newman, Office of General Counsel ethics attorney Susan Winchell, and Planning and Evaluation Service staff member Libby Witt. Jim Newman also provided the cover and layout design, and OPA staff member Eileen Nicosia took responsibility for posting this guide to the Web.

The writers also wish to thank their many customers who, over the years, asked all of the questions that prompted the writing of this guide. We welcome your continued questions for the sake of improving this guide and therefore the publications of the U.S. Department of Education, which should serve as a model for its audience—the reading and writing public.



Contents

Your First Step Toward Publishing iii

Acknowledgments v

Who Should Use This Guide 1

How This Guide Will Help You 3

Why You Must Publish Through Government Channels 5

Getting Your Manuscript Edited and Printed 9

Getting Your Manuscript Designed 11

Steps in a Typical Printing Job at ED 15

Parts of a Publication 17

Sample Verso (Boilerplate) Page 19

Verso Page Explanation 21

The Writing Guides to Use 23

Limits on Content 25

Publishing Translations of ED Publications 27

Publishing Newsletters 29

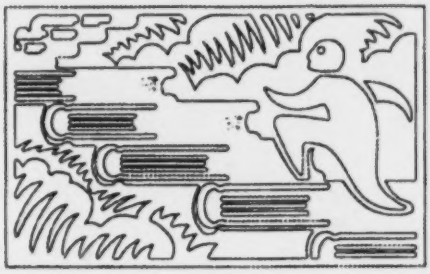
Stationery and Business Cards 31

Giving and Publishing Official Speeches 33

How Your Publication Will Reach the Audience for Whom It Was Intended 35

Forms Needed to Get Your Manuscript Edited and Printed 39

Appendix: Samples of Forms Needed to Get Your Manuscript Edited and Printed 43

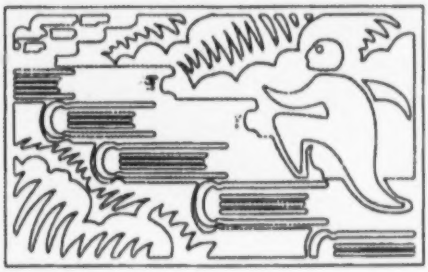


Who Should Use This Guide

This guide is intended for use by U.S. Department of Education employees and contractors working on manuscripts to be published by all principal offices **except for** the Office of Educational Research and Improvement (OERI), which includes the National Center for Education Statistics (NCES).

OERI and NCES employees and contractors should consult the latest edition of the *OERI Publications Guide,* which is also available online at www.ed.gov/offices/OERI/MIS/guide.html.

For guidance on writing Department correspondence, such as letters and memoranda, employees should consult the *Executive Secretariat Handbook*, which is also available online at http://connected.ed.gov/ref/execsec/index.html.

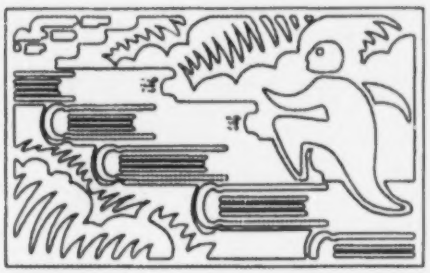


How This Guide Will Help You

Every year, Education Department employees and contractors write and publish hundreds of documents—brochures, studies, reports and many other communication pieces—to provide the public with information about education in the United States. It's an important service, and—along with the administration of appropriated taxpayer dollars—spreading the word about education and the Department's resources *is* the work of the agency. Publishing at the Department, like all of its work, is done with a view toward achieving its mission—"to ensure equal access to education and to promote educational excellence throughout the Nation."

In fact, providing timely, accurate information about education programs and research helps the Department fulfill its obligation to carry out the education laws passed by Congress and executed by the president and all executive branch agencies. Most important, to all involved in education, the right words in the right publications help students and teachers, parents and principals, administrators and political leaders, and many others make good decisions about their own education or that of the people in their communities, thus improving the quality of education across the nation.

By making high-quality publications, consistent in tone, look and message, widely available to the public, either in hard copy or on the Web, the Department extends the reach of its public trust and the visibility of education as a national priority. This guide will help you publish according to these duties and responsibilities of the U.S. Department of Education.



Why You Must Publish Through Government Channels

The Function of the Editorial Policy, Publications and Printing Branch in the Office of Public Affairs

The Editorial Policy, Publications and Printing Branch (EPPP) in the Office of Public Affairs, which is in the Office of the Secretary at the Department of Education, is responsible for ensuring that publications from the Department, **whether printed or in electronic form** (on the Web or on ED's intranet), are of a consistently high quality, that is, that they

1. are correct grammatically and in their content;
2. are in line with Department policy and federal regulations in numerous areas; and
3. fulfill the Department's mission "to ensure equal access to education and to promote educational excellence throughout the Nation."

To meet this responsibility, the branch supervises the preparation and production of both printed and electronic publications, including speeches, and articles in books, journals and newspapers.

Because changes on proofs, which are made from the copy submitted by ED to the printer, add greatly to the expense of the work and delay the work, the copy must be carefully edited before being submitted to the Government Printing Office (GPO). The EPPP edit and proofreading serve to ensure that such unnecessary expense and time delays do not occur.

In addition to this oversight responsibility for manuscripts, the branch coordinates the Department's overall publications program and serves as ED's manager and clearance authority for printing and reproductive services (see "The Law on Federal Printing," below).

The Law on Federal Printing

Title 44 of the *United States Code* governs printing done by the U.S. Department of Education. When a federal agency uses appropriated funds to create information for publication, the printing and binding of that information is subject to the provisions of Title 44, and it **shall not be made available to a private publisher for initial publication** without the prior approval of the Joint Committee on Printing, which is a congressional committee. The Department of Education is, therefore, required to send all requests for printing to the GPO, headquartered in Washington, D.C.

GPO does not usually do the printing itself, although it has on-site printing and specialized binding capacity. Rather it bids out a job to printers throughout the United States and awards the contract to the printer that can meet the specifications of that particular print job most cost effectively.

If a customer would like a job to be bid on by a specific printer because he or she thinks that printer would be cheaper than others or for any other reason, ED's printing officer may ask GPO to get a bid from that printer as well. This bidding process provides for the equitable distribution of taxpayers' money to businesses in all states. If the customer's recommended printer is in fact cheaper, that printer will win the bid, if they can also meet the specifications of the job.

Using Private Printers

Federal law requires that federal agencies, in using funds appropriated by Congress, obtain printing through the Government Printing Office (GPO). In addition to the legal requirement for printing in the federal government through GPO, it is the case that few employees have the expertise for handling the quantities and specifications needed in contracting for printing successfully with private printers. GPO, on the other hand, ensures quality printing within the deadline specified. It also ensures, as specified by federal appropriations regulations, that printing businesses around the country have equitable opportunity to bid on government jobs.

Printing vs. Photocopying

As noted above, printing for the Department of Education, as for all federal agencies, is done almost exclusively on printing presses by private-sector printers who have responded to GPO's bidding process. Photocopying, on the other hand, is done in all federal buildings on copy machines. Federal printing and binding regulations require that any job, whether printed or photocopied, that exceeds 5,000 **copies** of any **one** page or 25,000 **impressions** in total of **multiple pages** be sent out for bid and printed via contract through the Government Printing Office. These limits cover black and white copy only. For **color** copying, the limit is 250 copies of one page only.

For example, if you need 10,000 copies of a one-page letter from the secretary of education to accompany a publication you are sending to a group of teachers, you must get it printed through the Government Printing Office. If you have a 25-page document (that is, a multiple-page document of 25 pages including the covers) you may not have more than 1,000 copies of it made in the Department's copy centers (25 pages x 1,000 copies = 25,000 impressions). The copy centers keep a log of all jobs so that they don't inadvertently exceed the number of copies allowed for a given job and thereby violate the printing and binding regulations.

Using Private Photocopier Shops

Unless a waiver is approved through the appropriate ED offices (see below "Waivers to the Law on Federal Printing") by the Joint Committee on Printing, federal employees may not contract directly themselves with a private photocopy shop.

Using Color in Printing and Photocopying

The federal regulations about the use of color are driven by the cost of doing color print-

ing. Title 44 states that because "printing in two or more colors generally increases costs .... it is the responsibility of the head of any department, independent office or establishment of the Government to assure that all multicolor printing shall contribute demonstrable value toward achieving a greater fulfillment of the ultimate end-purpose of whatever printed item in which it is included."

Under the regulations, "demonstrably valuable multicolor printing" includes such items as maps, medical specimens, safety programs, programs whose success or failure depends on a degree of public response that only color will create, and color for promotional or motivational purposes such as programs concerning public health.

Jobs that do not meet the test of "demonstrably valuable multicolor printing," according to the regulations, include but are not limited to the following:

- Items where added color is used primarily for decorative effect;
- Items where added color is used in place of effective layout and design;
- Items where added color is used excessively, using two colors where one would be adequate to accomplish the purpose of communication, or three colors where two would be sufficient, and so forth;
- Items where the use of added color "does not reflect careful, competent advanced planning which recognizes the contribution the use of color is expected to make to the ultimate end-purpose."

Under these regulations, the use of four-color printing in federal documents is rare. Most are printed with one or two colors, with black ink counting as one color. This practice applies to the Department seal as well (see page 17).

The same test of "demonstrably valuable multicolor printing" applies to photocopying, and is even more critical here because photocopying is always more expensive than printing after a certain volume.

Writers, editors and graphics artists in OPA can suggest ways to use well-designed covers and text to make your job appealing and cost effective.

Deadline for Use of Appropriated Funds for Printing

All printing jobs using appropriated funds for a given fiscal year must be sent to GPO by the end of that fiscal year, which is always **Sept. 30**. There are no exceptions to this deadline. All manuscripts to be printed in a given fiscal year must be in camera copy or final electronic form in time to be processed by the Office of Public Affairs for printing, and all expenditures for printing must be approved by the customer's executive office in time to meet this deadline. Normally, executive offices impose their own deadline for obligating funds of about one month prior to the end of the fiscal year. Therefore, customers should consider **July 1** as their deadline for submitting manuscripts to OPA for editing so that they can make changes, produce camera copy and get approval for the expenditure of funds for printing.

Waivers to the Law on Federal Printing

The law on federal printing makes room for special circumstances, which may require a

waiver from the Title 44 regulations (see pages 5-7). Requests for waivers must be sent through the Office of Public Affairs, which acts on behalf of the secretary of education and works with the Office of Legislation and Congressional Affairs to determine whether to submit the request to the Joint Committee on Printing. This committee, a standing committee of the Congress, oversees the function of GPO and the printing procedures of the federal government.

Distributing Your Publication

When you publish through GPO, you may take advantage of the Department's publications distribution center, ED Pubs, to get your publication out to the widest possible audience. ED Pubs distributes to individuals, groups and press and professional conferences upon request, puts all ED publications in its searchable online database, and produces the Department's publications catalog which includes a wide selection of ED publications.

In order to take advantage of these distribution services, which are free of charge to the public, the publication, which is also free to the public, must have been published through GPO.

In addition to being distributed through ED Pubs, your publication, when it is published through GPO, will be placed in the federal depository library system, making it widely available in the permanent collections of the 1,350 depository libraries throughout the United States and its territories.

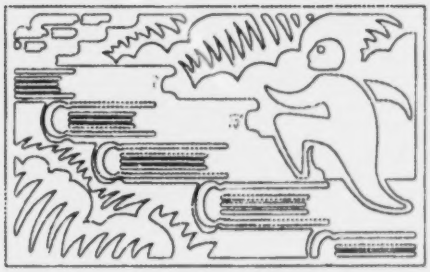
Likewise, only when you publish through GPO will your publication be sent to the National Archives and Records Administration, making it part of the federal government's permanent archive.

Finally, when you publish through GPO you make it possible for your publication to be chosen for the GPO sales program, which advertises and markets its publications for sale to a wide audience.

Whom to Contact for Printing and Photocopying

For submitting jobs to be printed and for questions about printing and filling out the printing forms, call John Woods at (202) 401-3606 or visit him in FB-6 in 5C108, or call Cecelia Lewis at (202) 401-4456 or visit her in FB-6 in 5C112.

For submitting jobs to be photocopied, contact Copy Center Head Barry Wallace at (202) 401-7562 in Room BE 109 in FB-6. For questions about photocopying call Mr. Wallace or Jackie Maddox, Office of Management, at (202) 401-3088.



Getting Your Manuscript Edited and Printed

What Do I Need to Give OPA to Get My Document Edited?

OPA's Editorial Policy, Publications and Printing Branch must review all manuscripts for accuracy of content, language, and policy issues, prior to publication, as indicated on page 5. In addition, to edit your document, OPA needs:

1. A hard copy of the manuscript, which must be double-spaced throughout—including notes and references.
2. OPA's Certificate of POC Coordination (see page 39).
3. OPA's Publication Information Form (see page 39).
4. In the case of speeches, Request for Clearance of Speech or Article Form (see page 39).

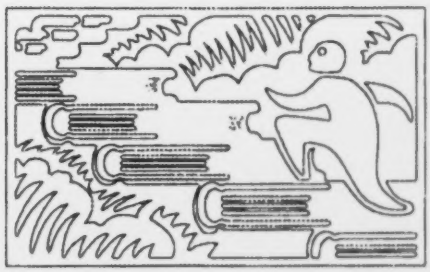
What Do I Need to Give OPA to Get My Document Printed?

To get your document printed, OPA needs:

1. The corrected manuscript in final form, called the "camera copy."
2. If applicable, the disk containing the camera copy (see "Special Note for Manuscripts Sent on Disk," below).
3. OPA's mark-up of the manuscript from the editing stage (above).
4. ED Form 5089, Printing and Reproduction Request, signed by the POC's executive officer (see page 40).
5. A copy of the EDCAPS form, Order for Supplies and Services, also known as GSA Optional Form 347 (see page 40).

Special Note for Manuscripts Sent on Disk

For documents sent with computer disks, authors must fill out GPO Form 952, Desktop Publishing—Disk Information (see page 41).



Getting Your Manuscript Designed

This section provides guidelines and requirements for the graphic design of Department of Education publications. Design professionals are on staff full time to give expert advice on this aspect of publishing in ED and to design publications.

Design: The Reading Tool

Design is a main consideration, not a last-minute decision, in publishing because design helps communicate the information and the message. Communication experts agree that design functions as an important reading tool.

Readers count on design to keep their interest and to lead them through their reading, like so many signposts along the way from the beginning to the end of the text. For example, just as a period indicates to readers that a sentence has ended and another thought will begin, headings tell readers not only that they are in a new section but also that this new section is like another place in the book they have already been or will be later in their reading. Consciously or not, for pleasure or for work, the reader counts on consistency in heading styles, as well as other design elements, to get them through their reading.

In sum, your publication's design should invite your audience to read your publication, it should enhance and reinforce your message, and it should be an added value to the readability of the information and message. A well-designed publication will achieve all of these goals.

Who May Design Your Publication?

ED allows for four different entities to design its publications.

1. ***POC Staff***. The advantage of a POC having its own staff prepare a manuscript for printing is that this do-it-yourself method of design—called desktop publishing—allows the POC to control the final copy of the document when making the edits from the OPA mark-up of the text.

   Generally, we would advise POC staff members to lay out publications they expect will involve changes up until close to the time of printing. In this category are annual reports, research reports that do not require creating intricate tables and charts, and any manuscript that does not require complex layout and design.

If you find yourself doing the design and layout, you should produce straight-text camera copy from your word-processing program, keep it simple, and follow the minimum design requirements outlined below. Also, to enhance the look of your publication, you may get help with your publication's cover design and any other artwork from OPA's graphics staff (see item 2, below).

2. ***OPA's Graphics Unit***: This in-house graphics design team can take a job from the planning stages to the final camera-ready copy. This category of jobs includes cover designs, bifold and trifold brochures, posters, self-mailers and other forms of complex layouts.

   This team can also advise on design, layout, the choice and use of photos and art-work, and on materials required for printing in the federal government; and can help formulate a statement of work when a POC decides to use an outside designer (see items 3 and 4, below).

   To take advantage of this unit's services, **in the early stages of planning your publication** you should call or e-mail one of the staff members listed below to set up an appointment for an initial consultation:

   Sherry Schweitzer, Team Leader—401-1310
   Sandy Gartenhaus, Visual Information Specialist for OM and OVAE—401-3877
   Barbara Julius, Visual Information Specialist for OUS, OIIA and OESE—401-1005
   Jim Newman, Visual Information Specialist for all other POCs—401-3878

   To obtain design and layout services from this staff, we ask that you allow a **10-day** turnaround and provide the following items to the team leader of the Graphics Unit:

   - The **final** document on disk in Microsoft Word, single-spaced, with chapter heads centered and bolded and subheads flush left and bolded. "Final" means that your document has been edited and approved by OPA's Editorial Policy, Publications and Printing Branch (EPPP) and that it will not undergo any further changes other than adjusting the layout once that is done.
   - The Graphics Work Order form (see page 40).
   - A list of any specifications not included on the work order form.

3. ***Contracted Designers***: If your POC has funding available, you may decide to contract out the design of your publication. OPA graphics staff can offer help and advice in contracting with commercial contractors, as well as help you write a statement of work or review designs. The EPPP will provide you the ED seal.

   When working with outside contractors, it is critical that your contract be written to specify that the designer has a responsibility to see your job through final edits of the camera copy to its completion. This often involves several sets of changes, and the number of sets of changes the contractor allows should be specified in the contract because, otherwise, changes become very expensive.

4. ***Government Printing Office's Typography and Design Unit***: Like contracted designers, GPO offers services for a fee. The advantage of using GPO's T&D services is that the staff there are all familiar with real printing processes and therefore are highly able to avoid the technical problems that designs and layouts often create. In addition, using T&D requires no bids and no paperwork other than Form 5089 (see page 13).

The printing specialist in OPA will make the arrangements for ED staff to meet with T&D staff, who are located near ED's Capital Place offices. ED staff may not make the initial contact with T&D themselves.

T&D charges for its services. To obligate funds for using these services, ED staff must fill out the Printing and Reproduction Request form (Form 5089), have it signed by their executive officer and give it to the printing specialist in OPA prior to obtaining T&D services. Estimates for the purpose of filling out Form 5089 may be obtained from the printing officer or from T&D staff at an initial consultation.

Minimum Design Requirements

In order to achieve a signature identity or uniform look for its publications, the Department has set minimal design requirements that must be met by all POCs (except for OERI and NCES), no matter who designs the publication. These requirements cover the following design elements:

Department Seal

There is only one correct version of the Department seal, and it may be obtained only from OPA's printing officer or through the branch chief of the EPPP. Other logos will not be printed unless authorized by the EPPP with the Office of the General Counsel.

Color

When color is used, OPA's Editorial Policy, Publications and Printing Branch specialists will suggest economical ways to make the most of it. See "Using Color in Printing and Photocopying" on page 6 for regulations concerning use of color.

Size

Most Department publications adhere to one of two primary formats—full-page size (8.5 x 11 inches) for most publications or half-page size (5.5 x 8.5 inches) for shorter publications. Posters, self-mailers, postcards and bifold or trifold brochures will require different design considerations, and you should consult the Graphics Unit staff for guidance on them.

Typefaces or Fonts

How many may I use? Publications should use only one or, at most, two different typefaces.

Which ones must I use? You must use only those typefaces that enhance and encourage, rather than prevent or discourage reading. There is a group of typefaces that experts like because they are "invisible"—that is, they do not have distinguishing characteristics that get in the way of reading by calling attention to themselves. They are therefore the best typefaces to use when there is a lot of text. These typefaces include Times/Times New Roman, Garamond, Palatino, Baskerville and Goudy. These are all *serif* faces, which means that they have a "foot" at the ends of some letters which form an imaginary line that guides the reader's eye through the text.

For variety, especially for chapter titles and headings, *sans serif* (without *serif*) typefaces such as Ariel and Helvetica may be used.

What size must I use? Body text for full-page-size publications should be in 12-point type, and for half-page-size publications it may be in 10- or 11-point type. Chapter titles and headings may be in larger point type. In all cases, type sizes must be large enough to be easily readable by a wide audience and must be coordinated with the size of the page.

What style must I use? Use "regular" font style throughout, except for emphasis when you may use **bold**, *italic* or ***bold italic***. Do not use underlining for any reason because it is incompatible with today's printing standards.

What else? The designer must provide you with the typefaces used in the publication. These should be provided on the disk that accompanies the job and specified on the Desktop Publishing-Disk Information Form 952 (see page 41). This requirement is based on the reality that typefaces with the same names, such as "Times Roman," vary from manufacturer to manufacturer, and this variety may introduce errors into the copy.

Photographs

Photos used in Department publications must be of high-quality, appropriate to the topic, and reflect the diversity of U.S. populations served by Department programs.

The Department maintains a photo file of photos with these professional qualities. To consult ED's photo files call the team leader of the graphics staff, Sherry Schweitzer, at 401-1310.

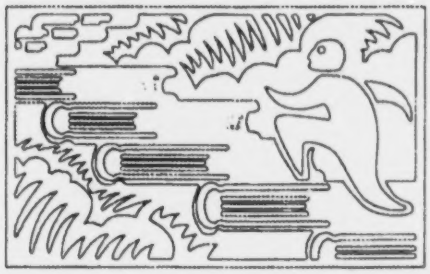
While photos that staff have snapped at conferences and program sites may be interesting, most snapshots do not reproduce well when re-printed in a publication, and a poor photograph is worse than none at all. For the same reason, in most cases photographs should not be scanned into a document. Instead, a box of the correct dimensions should be placed into the text and the actual photograph submitted with the job, so that the printer can process the photograph and "drop" it into the publication.

For use of copyrighted photos, see "Copyrighted Material," on page 25.

Line Art

Charts, clip art, drawings, graphs, maps and other artwork must all be of high quality for reproduction. For quality printing, it is best to use black-and-white art without any gray areas. Converting color art to black and white also incurs extra cost. Halftones, line art and screens will not meet ED's quality standards if they are produced by office laser printers, and should therefore be provided on disk instead, accompanied by the Desktop Publishing-Disk Information form (see page 41).

Copyright restrictions must be followed with all artwork as with photographs, above.



Steps in a Typical Printing Job at ED

1. A POC conceives an idea for a publication or is required by law to publish a report.
2. Writing is assigned by the POC to an employee, team of employees or a contractor.
3. A manuscript is drafted, edited and reviewed within the POC. Senior officers from other POCs in the Department, and sometimes outside experts in the field, review the document. ED's senior officers sign the clearance form when they are satisfied the manuscript will undergo no further substantive changes (see Certificate of POC Coordination, page 39).
4. A hard copy of the manuscript comes to the Editorial Policy, Publications and Printing Branch (EPPP) for review, together with the POC clearance form. The EPPP does not edit electronically because of the potential errors that electronic editing can introduce both in printing out the document from a different word processor and in tracking edits.
5. The EPPP branch chief assigns the manuscript to an editor for review, with a deadline within which to complete the edit.
6. The editor returns the marked-up copy, perhaps in a conference with the author or contracting representative.
7. The author reviews the markup and makes corrections or has them made. The ED employee responsible for the publication may call the editor for clarifications on the edits at any time.
8. The publication is designed and laid out by POC staff, OPA's graphics design staff or by a contractor hired by the customer.
9. The author provides camera copy (final copy) and the original marked-up copy, together with the printing forms (see page 40 for list of items needed to print) to the editor.
10. The editor proofs the camera copy against the manuscript markup.
11. The corrected camera copy and printing forms go to the branch chief of the EPPP for signature.
12. ED's printing officer prepares the job in a folio format and sends it to GPO, which puts the job out for bidding by printers across the country.

13. The printing estimate is given to ED's printing officer, who forwards the estimate to the job's contact person in the POC as indicated on ED's Printing and Reproduction Request Form (Form 5089).

14. If requested, blueline proofs and negatives are made and sent to ED for review. After the author reviews the proofs, the corrected proofs are returned to the printer within the deadline set by the printer. This deadline is usually set at two days in order to keep the job on track for delivery by the date specified on Form 5089. If necessary, new proofs are made and reviewed before the job goes to print.

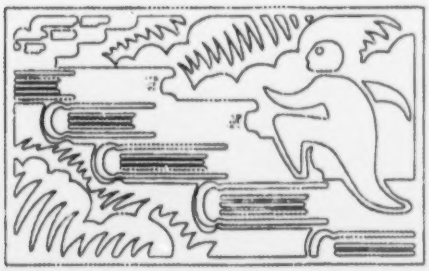
15. The author gives the go-ahead to print on the cover sheet that accompanies all proofs.

16. The printer schedules the job onto printing presses.

17. The customer may go on a press inspection, but this is an optional and rare step reserved for complex printing jobs. GPO will send its own representative on such an inspection and add the cost for this service to the final bill sent to the customer's POC.

18. The job is printed and bound.

19. Finished copies of the job are delivered to the destination(s) specified by ED based on the instructions of the customer on Form 5089.



Parts of a Publication

Most publications—except for brochures, newsletters and the like—should have four major parts: the covers, the front matter, the text, and the back matter. These parts are outlined in the lists below. Every report may not need every item on these lists.

Covers

The title appears on the front cover. The year of publication may also appear on the front cover. The Department seal (official version only) and the words "U.S. Department of Education" along with the principal office name should appear on either the front or back cover. Covers 2 and 3 may remain blank.

Cover 1 ..... front cover
Cover 2 ..... inside front cover
Cover 3 ..... inside back cover
Cover 4 ..... back cover

Department Seal

There is **only one** official Department seal although several versions of the seal that were developed over time continue to exist. Only the official seal may be used, either in color or black and white. You may get the official seal either in hard copy from John Woods or Cecelia Lewis in the Printing Branch at 401-3606 and 401-4456, respectively, or electronically from Beverley Blondell at 401-0078.

Front Matter

Title Page ..... i (nonprinting page number)
Verso (back) of Title Page ..... ii (nonprinting page number)
See pages 19-22 for instructions on what to include on the verso page.
(Table of) Contents (called simply Contents) ..... iii (first printed page number)
(List of) Illustrations ..... follows within Contents section
(List of) Figures ..... follows within Contents section
(List of) Tables ..... follows within Contents section
(List of) Abbreviations ..... odd-numbered page
Foreword ..... odd-numbered page
Preface ..... odd-numbered page
Acknowledgments (if not part of Preface) ..... odd-numbered page
Introduction or Executive Summary
(if not part of the text) ..... odd-numbered page

Text

First text page ..... 1 (this is the first page with an Arabic numeral, unless the Introduction is the first page of the text)

Back Matter

Appendix(es) ..... odd-numbered page
Glossary ..... odd-numbered page
Bibliography ..... odd-numbered page

Layout Standards

The following rules for laying out a publication are based on the professional standards observed in all sectors of publishing:

1. The wording of the heads (titles) of all sections of a manuscript must match the wording of heads for those sections listed in the table of contents.

2. Consistency in typefaces and type styles must be used for heads, subheads and text throughout a manuscript. For example, chapter heads must all be in boldface type with the main words in the title in initial caps only.

3. Underlining is not acceptable for any text. For heads, subheads and highlighted text, including book and chapter titles, use bold, italics or bold italics; for *citing* book, journal, newspaper and magazine titles use italics; and for *citing* chapter, newspaper, magazine and journal article titles use quotation marks.

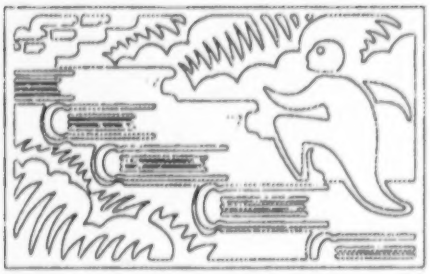
4. Each new chapter (or a main section in a manuscript without chapters) must begin on an odd-numbered page. Odd-numbered pages are always right-hand pages, and even-numbered pages are always left-hand pages. Blank pages are inserted to keep sections and chapters starting on right-facing pages. Not all pages are numbered, but page numbering is continuous. That is, pages that are not numbered are still counted in the page-numbering process.

5. The verb "to be" in all its forms is always capitalized in heads (example, "Reading *Is* Fundamental").

Note on Acknowledgments

Authors' names, whether ED staff members or outside authors, appear on the title page under the date line.

Acknowledgments other than for authorship of both ED staff members and non-Department staff (contractors, consultants or other individuals who may have contributed their time free of charge) may be placed on the acknowledgment page. Acknowledgments are typically limited to those who contributed substantially to the content and artistically to the design of the publication. ED staff members who serve as COTRs for a publication must be named in the disclaimer on the verso page (see pages 19-22).



Sample Verso (Boilerplate) Page

(See accompanying notes on pages 21-22 for an explanation of the parts of this page)

This report was produced under U.S. Department of Education Contract No. _____ with [name of contractor]. [Name of COTR] served as the contracting officer's technical representative. The views expressed herein do not necessarily represent the positions or policies of the Department of Education. No official endorsement by the U.S. Department of Education of any product, commodity, service or enterprise mentioned in this publication is intended or should be inferred.

U.S. Department of Education
Rod Paige
Secretary

[name of principal office]
[name of assistant secretary or senior officer]
Assistant Secretary (or *senior officer's title*)

[name of publishing office]
[name of director]
Director

Month and year of publication or reprint

This report is in the public domain. Authorization to reproduce it in whole or in part is granted. While permission to reprint this publication is not necessary, the citation should be: U.S. Department of Education, [name of principal office], [name of publishing office], *title of publication* [in italics], Washington, D.C., [year of publication].

To order copies of this report,

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or **fax** your request to: (301) 470-1244;

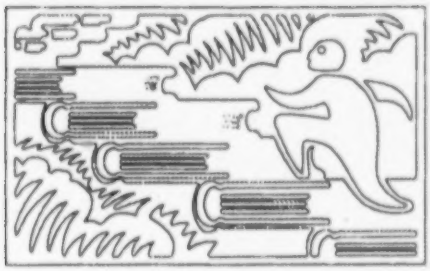
or **e-mail** your request to: edpubs@inet.ed.gov.

or **call** in your request toll-free: 1-877-433-7827 (1-877-4-ED-PUBS). If 877 service is not yet available in your area, call 1-800-872-5327 (1-800-USA-LEARN). Those who use a telecommunications device for the deaf (TDD) or a teletypewriter (TTY), should call 1-800-437-0833.

or **order online** at: www.ed.gov/pubs/edpubs.html.

This report is also available on the Department's Web site at: www.ed.gov/offices/[abbreviation of principal office]/[abbreviation of publishing office]/.

On request, this publication is available in alternate formats, such as Braille, large print, audiotape, or computer diskette. For more information, please contact the Department's Alternate Format Center at (202) 260-9895 or (202) 205-8113.



Verso Page Explanation

The seven items listed below refer to the items illustrated on the sample verso page (see page 19).

1. **Standard Disclaimer**

When a publication is written by a contractor, this standard disclaimer or its equivalent may need to be included. All contractor-produced reports and publications must at least include the ED contract number, the name of the contractor and the name of the contracting officer's technical representative (COTR). All disclaimers appear on the verso or back of the title page.

Contractor-produced reports and publications are reviewed first by the COTR in the issuing office, by the staff member designated in that principal office for clearing publications, then by other ED offices as necessary (Office of the General Counsel [OGC], for example—see POC coordination form, page 39) and, finally, by the Editorial Policy, Publications and Printing Branch staff in OPA.

In some cases, the issuing office, OGC and OPA may determine that a disclaimer should be included. A disclaimer may be required if the document includes data or recommendations that the Department of Education staff does not or may not agree with or support, or for other reasons determined on a case-by-case basis.

2. **Masthead**

The federal printing and binding regulations state, "The printed mastheads of government publications shall include the name of the publishing department or agency and its issuing bureau, branch, or office, together with the names of the department or agency head and the head of the issuing bureau, branch, or office."

3. **Publication Date**

Regulations and standard practice both call for showing the month and year when the publication was *printed*. Publications must not be backdated. The month and year serve as a record of publication and coordinate with the item as it appears in the ED Pubs catalog. If a publication is being reprinted, the reprint date should appear on the line below the date of the original printing.

4. **Copyright Notice**

In general, works published by the Department are in the public domain, because works created by federal employees as part of their duties may not be protected. The

public must be made aware of this so that they know they are free to copy and use federal publications, unlike publications available commercially. When copyrighted text, photos or artwork are used in ED publications, a copyright notice must appear on the verso page stating what rights, if any, will be reserved (see "Limits on Content," pages 25-26).

In this same paragraph, the correct citation for the publication must be set forth.

5. **ED Pubs Information**

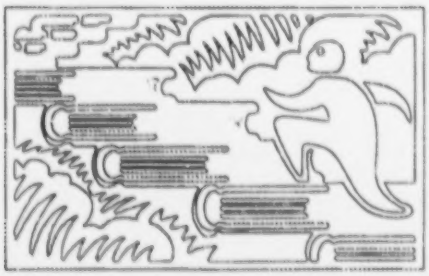
Most ED publications should be made available through ED Pubs, the Department's distribution warehouse in Jessup, Md., and this standard information should appear here. Each ED principal office has a member on the ED Pubs Information Products Team (see page 36), who can answer questions on how to make documents available through ED Pubs.

6. **Availability on ED's Web Site**

To make publications easier to obtain and reduce printing costs, ED makes publications available, whenever possible, on its Web site. This should be done simultaneously with the printed version. Give the Web address or URL (uniform resource locator) for the electronic form of the publication here.

7. **Availability in Alternate Formats**

Upon request from the public, the Department must provide any of its publications in alternate formats so that its publications are accessible to all members of the public. Alternate formats include large print, Braille, audio and electronic formats.



The Writing Guides to Use

The Editorial Policy, Publications and Printing Branch is responsible for developing standards to guide the writers of Department publications. These standards ensure that ED's publications are of professional quality—as high as those set by university and other professional presses. The choice of guidelines for each of the following categories was made on this basis alone.

For Spelling

Merriam-Webster's Collegiate Dictionary, Merriam-Webster, Inc., 1998, 1,600 pages. ISBN: 0-87779-709-9.

This dictionary, in its 10th edition, is standard government issue. Webster's ninth collegiate edition, which many offices still have, is also acceptable. Writers also may make simple spelling queries via Merriam-Webster's Web site at http://www.m-w.com. If the dictionary gives two variant spellings of a word, use the first entry as the preferred spelling. Also, follow the dictionary's guidance on when to hyphenate or compound words. Questions that cannot be answered by either of these editions of Merriam-Webster's may be referred to *Webster's Third New International Dictionary of the English Language, Unabridged.*

In addition, OPA has compiled this short list of the preferred usage for commonly used compound or hyphenated words, not found in the collegiate dictionary, relating to education:

after-school (adj.), as in after-school program, but I go home after school (adv.).
course work (n.)
database (n.)
Department-wide (adj. and adv. referring to the Department of Education)
districtwide (adj. and adv.)
dropout (n. and adj.) as in high school dropout and student dropout rate, but principals hope students will not drop out (v.) of school.
high school (n.) and high school (adj.) student
land-grant college (n.)
land-grant university (n.)
offline (adj.)
online (adj.)
schoolwide (adj.)
school year (n.)

For Abbreviations, Capitalization, Dates, Numerals, Usage and Titles

Associated Press (AP) Stylebook and Libel Manual, revised, seventh edition, Perseus Press, 1998, 336 pages. ISBN: 0-20133-985-4.

In addition, the Department does not print academic degree titles, such as "Dr." or "Ph.D.," with the name of an author, contributor or other person named in the publication. There are no exceptions to this rule.

For Use of Racial and Ethnic Terms

The terms "black" and "white," referring to race, are never capitalized. Proper names, such as Asian, African American, and Hispanic, are.

On Oct. 30, 1997, the Office of Management and Budget (OMB) issued "Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity" in the *Federal Register*. According to OMB, the federal government will now have five minimum categories for data on race: American Indian or Alaska Native, Asian, black or African American, Native Hawaiian or Other Pacific Islander, and white. OMB also said there will be two categories for data on ethnicity: "Hispanic or Latino" and "Not Hispanic or Latino," and that federal agencies should not use the term nonwhite.

While these OMB standards are meant as requirements for statistical and administrative reports and other data collections, their usage is extended to all publications for the sake of consistency.

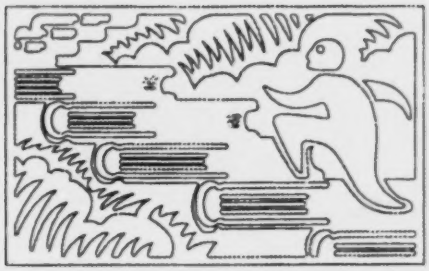
For Reports with Bibliographies and Footnotes

Chicago Manual of Style, 14th edition, University of Chicago Press, 1993, 921 pages. ISBN: 0-226-10389-7.

The *Chicago Manual* is comprehensive in its answers to style questions and is the preferred style guide for formal reports. This manual also covers citing electronic documents.

The *Chicago Manual of Style* also has a "frequently asked questions" page on its Web site that is helpful on a variety of style issues. The page is located at www.press.uchicago.edu/Misc/Chicago/cmo.

If you prefer to use another style guide, such as the *Publication Manual of the American Psychological Association (APA)* and the *Modern Language Association of America (MLA) Handbook for Writers of Research Papers*, please consult with an OPA editor first.



Limits on Content

Statements of Policy

OPA's Editorial Policy, Publications and Printing Branch (EPPP) reviews manuscripts to ensure that they do not contradict federal law or the policies and agenda of the president of the United States.

For example, the Department would not publish a report promoting racially segregated schools because, in addition to other reasons why segregation is not acceptable, our civil rights laws prohibit segregation in schools.

Or, if the president were promoting a standard by which students must read at grade level by the *third* grade, for example, the Department would not publish a report promoting the *fifth* grade as the benchmark for reading at grade level.

In discussing education, the Department must also not contradict its duty to improve public education. For example, in publishing a report about the qualities of *private* schools in the United States, ED must not belittle the ability of *public* schools to educate U.S. children.

Similarly, it is inappropriate for the Department to make judgments about the quality of one entity over another, for example one particular institution over another or one school district or state over another, unless such reporting is required by law or mandate. The Department may, however, report on promising practices or school systems, for example, whose success has been objectively shown to be reliable and replicable. (See "Endorsements," below.)

Copyrighted Material

Use of Others' Copyrighted Material

If a POC intends to use copyrighted material in a Department publication, a copyright permissions letter must be secured in advance from the owner of the copyright and must accompany the manuscript when it is submitted to the EPPP for review.

This letter must describe the specific copyrighted material to be used (text, photos or line art) and state that the copyright holder gives the Department the right to print and reprint the material cited in the specific publication for the quantities planned and the right to distribute it electronically and in alternative formats, including posting it to its Web site.

The letter must also acknowledge that the publication will be distributed by the Department to the public for free and that the copyrighted material, like the ED publication in which it appears, is therefore in the public domain where it may be copied without permission. See the section below for the significance of "public domain."

Use by Others of ED's Published Work

Because ED publications are produced with taxpayers' money and belong to the public, Department publications stay in the public domain and may be readily reproduced. ED also reserves the right to reprint any of its publications, post them on its Web site and make them available in other electronic or alternative formats.

Manuscripts, photographs and graphic art created by government employees as part of their official duties are in the public domain and, therefore, do not enjoy copyright status. Any member of the public may copy these published materials as they please, although the standards of use are that

- they should not use them to communicate ideas that make it appear that the Department is contradicting its own policies or mission; and
- they should cite the Department as the source.

Although the Department may not require that users meet these standards, misuse may be subject to prosecution under federal law.

Endorsements

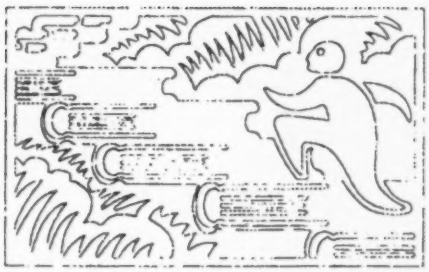
In its publications, the Department does not and may not endorse any commercial products or services, including Web sites of firms or organizations. This prohibition against endorsements is noted under Title III of the *Government Printing and Binding Regulations*, which states "No Government publication. . . shall contain. . . any material which implies in any manner that the Government endorses or favors any specific commercial product, commodity, or service." (Title III, 13.) Additionally, the *Standards of Ethical Conduct* provide generally that "An employee shall not use or permit use of his Government position or title or any authority associated with his public office to endorse any product, service or enterprise. . . ." [5 CFR 2635.702(c)].

Therefore, for example, an ED publication may not print the price or distributor of a reading assessment tool that appears in one of its reports on reading assessments. This information would create an appearance of endorsement. However, in some circumstances it may be appropriate for the Department to give examples of particular products or services in its publications for informational purposes.

Publications in which non-government products or services are mentioned must carry a disclaimer of endorsement to prevent any misunderstanding about the meaning of the presence of these products or services. See pages 19 and 21 for the wording and placement of disclaimers. For more information, contact ED's Ethics Office.

Advertisements

Commercial advertisements are prohibited in government publications. Title III of the *Government Printing and Binding Regulations* states, "No Government publication. . . prepared or produced with either appropriated or nonappropriated funds or identified with an activity of the Government, shall contain any advertisement inserted by or for any private individual, firm, or corporation. . . ." (Title III, 13.)



Publishing Translations of ED Publications

The Department has a commitment to making its publications available to all members of the public as part of its mission "to promote educational excellence throughout the Nation." In addition, Executive Order 13166 requires federal agencies to develop a plan for improving the access of eligible limited English proficient (LEP) persons to federally conducted programs and activities.

Based on this commitment and requirement, the Department makes designated publications available in languages other than English. In response to the needs of the largest minority population in the United States, the Department translates its publications most frequently into Spanish.

> Along these lines, in addition to providing translations of publications, the Department has bilingual customer service representatives on its front-line call centers—ED Pubs, 1-800-USA-LEARN, and the Federal Student Financial Aid information centers. The Department also maintains a Spanish-language Web page at www.ed.gov/offices/OIIA/spanishresources/. For internal interpretation services to communicate orally with LEP domestic or international visitors, the Department maintains a list of more than 90 ED employees who have volunteered to assist in communications other than English in more than 30 languages (to access this list go to connected/ref/expert/exp5.html).

Translation Policy

In order to ensure the quality of translated publications, the Department has a translation policy, which is administered by the Editorial Policy, Publications and Printing Branch (EPPP). All decisions to translate publications **must** go through this branch, all translations **must** be approved by this branch, and all translations **must** go through the three-part process outlined below.

Translation Process

1. After the EPPP has approved a publication for translation, the branch sends the publication to a contractor who is a certified translator for an estimate of cost and time. At the same time, the branch sends the publication to a second contractor, a reviewer, who is both a native speaker and an editor, for an estimate of cost and time to review the translation. When the translation is complete, this person will review it for linguistic accuracy and completeness.

The publication that is sent to the translator and reviewer must be the *final version* of the original publication because only this version may be translated. It is a waste of time and money to send a publication out for an estimate that is not the final version.

POCs may send the publication to their own translator, but this is not recommended unless the translator is known to be a certified professional translator. POCs should discuss this with the branch before contracting with a translator other than those recommended by the branch.

Before translation can begin, the translator must receive a purchase order, signed by the POC's executive office, for the amount of the estimate. Actual payment is made upon completion of the translator's work.

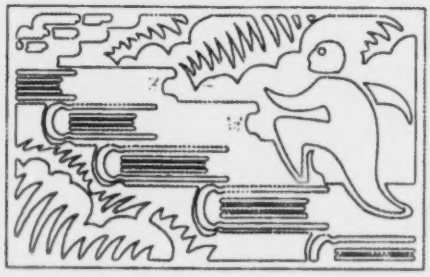
2. When the translation is complete, the branch sends the translation to the reviewer, who must receive a purchase order in the amount of the estimate before the review can begin. Actual payment is made upon completion of the reviewer's work. POCs may **not** use a reviewer other than the one to whom the branch sends translations for review.

3. When the reviewer has completed the review and the changes have been made to the copy (either by the reviewer or the customer), the branch gives the manuscript for a final, internal review to an ED employee who is on the approved list of native speakers of the language in which the publication is written. **Only** those employees approved by the branch may be selected to do this review. Employees do translation reviews as part of their normal workload.

   The purpose of this review is to ensure that the linguistic expressions and the policies that are particular to the Department have been translated according to the meanings intended in the original. This second review also ensures that the document was completely translated and that the new publication is of high quality.

   If the internal reviewer disagrees substantially with the external reviewer's draft then the branch will put the two reviewers in touch with each other for the purpose of resolving their differences. This discussion between the two native speakers and professionals usually improves the manuscript further.

   The customer incorporates the final changes, the branch proofs minor changes and the external reviewer proofs major changes. The document is then sent to print.



Publishing Newsletters

When you publish a newsletter in the Department, you must observe all of the regulations and language usage guidelines set out here for other publications. The only issues specific to newsletters are:

1. Must the newsletter copy be reviewed and cleared by the Editorial Policy, Publications and Printing Branch (EPPP)?
2. Where must the newsletter be printed?

The answers to these questions depend on whether the newsletter is for distribution to the general public or Department-wide or POC-wide only.

Newsletters for External Distribution

When a newsletter is for distribution to the general public, it must be reviewed and cleared by the EPPP and printed through GPO. It may also be posted to ED's Web site after it is reviewed and cleared.

Newsletters for Internal Distribution

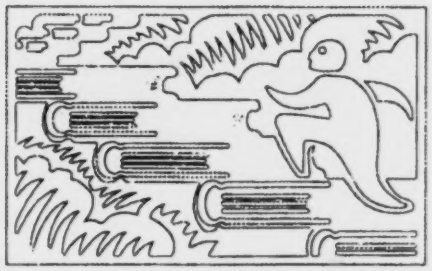
ED-wide Distribution

Newsletters, such as the Department's employee newsletter, that are distributed Department-wide must be reviewed and cleared by the EPPP. ED's policy is that news of all offices within the Department be covered internally through the employee newsletter rather than in a separate newsletter. In addition to hard copy, the employee newsletter is published on ED's Intranet site, ConnectEd, which makes it possible to read and download the newsletter in a variety of formats.

POC-wide Distribution

Newsletters meant only for POC-wide distribution do not need to be cleared by the EPPP. Instead, senior officers are responsible for clearing their POC's newsletters.

Such newsletters may also not be printed at GPO but instead must be copied on ED's copiers, observing the limitations on the number of impressions allowed by law (see page 6). They may also be, and in fact it is recommended that they be, distributed via e-mail, which saves money. For help with this, contact the Office of the Chief Information Officer.



Stationery and Business Cards

Stationery

The Department has approximately 35 preapproved stationery formats. Employees with questions about which format to use should contact their POC's executive officer.

ED's official stationery must show the official Department seal and name-United States Department of Education-and may be printed with the name of the POC but never with the names of appointed officials, per the Joint Committee on Printing and the Federal Property Management Regulations, Title 41, Part 101-11, U.S. Code. The Joint Committee states that no personalized stationery shall be printed at federal government expense without its permission.

In addition, according to the Title 44 Printing and Binding Regulations, which ED is bound to follow, addresses and telephone numbers of individual offices (with the exception of the Office of Public Affairs) must also be omitted in order to prevent the waste that would result from frequent changes in addresses and phone numbers. However, the Department's address with the Zip plus four, the Department's Web address (www.ed.gov) and the Department's mission statement must be printed on all stationery.

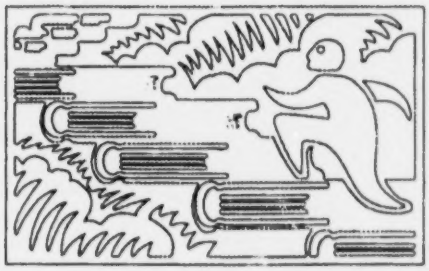
Stationery is ordered through the Editorial Policy, Publications and Printing Branch (EPPP) by submitting a sample of the stationery being ordered and form 5089 (see page 40).

Business Cards

Under certain circumstances and with approval from the employee's senior officer, the Department will pay for business cards to be printed through the Government Printing Office. Based on a 1997 decision by the Department of Justice, business cards may be charged to the Department of Education's appropriation if they "are to be used primarily as a means of facilitating necessary agency-related communications between the agency and those with whom it deals, both inside and outside the government...."

Business cards are ordered through the EPPP and must comply with the graphic format for business cards found on ConnectED at http://connected.ed.gov/Documents/ref_bus_doebuscard.dot. A sample of the card being ordered and form 5089 (see page 40) must be submitted to the EPPP.

All employees may make their own business cards, or have them made, at their own expense by following the same instructions on ConnectEd. Employees also must supply their own business card stock.

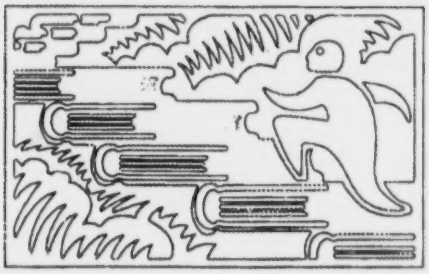


Giving and Publishing Official Speeches

Official speeches are those speeches given by an employee in his or her capacity as a Department of Education official, whether for a Departmental event or otherwise. Speeches are cleared for delivery by the POC's assistant secretary or his or her designee and by the Executive Secretariat and the Editorial Policy, Publications and Printing Branch (EPPP), both in the Office of the Secretary, where the most up-to-date information on the administration's agenda is available. This clearance site ensures the accuracy of information and positions taken in speeches.

Senior officers must have their speeches cleared, **well before they are delivered**, through the Executive Secretariat, whose director sends them to appropriate ED staff, including the Office of Public Affairs, for final review. The official speeches of other employees must be sent for clearance, **before they are delivered**, directly to the EPPP after the appropriate persons in their POC have cleared them. The Request for Clearance of Speech or Article Form (see page 39) **must be completed** before the speech can be considered for clearance.

These clearance processes apply as well to speeches published on ED's Web site. Each POC is responsible for putting its speeches up on its own Web page. The secretary's speeches and those of other senior officers are often posted at http://ed.gov/Speeches.



How Your Publication Will Reach The Audience for Whom It Was Intended

When considering the issue of distribution of a publication—or reaching the public—it's important to think about who the audience is and how the publication will be distributed to them and others.

Deciding on the Audience

Considering the audience for a particular publication is one of the most important steps in publishing effectively. If the audience is incorrectly chosen in relationship to the content and presentation of a publication, the publication may not be worth the paper it is printed on because those members of the public to whom it is sent will not read it.

When asked about the audience for their work, writers often say that it is "for everyone," but this is rarely possible. A book on how to teach reading may be appropriate for teachers but not for policymakers, and a book on Title I may be important for lawmakers but not for teachers.

To effectively distribute a publication, a distribution plan for it should be made as the manuscript is being developed and written. In addition to helping you determine your target audience, making a plan will help determine the number of copies you need to have printed and avoid wasting money. It will help you take into account upcoming events such as White House events, press conferences and professional conferences where you may want to distribute your publication. The Editorial Policy, Publications and Printing Branch can help you make your plan.

Getting the Publication from the Printer to the Public

The Department has a one-stop shop from which information products are ordered and distributed to the general public, sent to conferences, and delivered daily to ED employees. This Education Department Publications Center, known as "ED Pubs," is monitored by the Department's contracting officer's technical representative. ED Pubs also has representatives who speak Spanish.

Methods of Ordering Publications from ED Pubs

The **general public** can order **up to 10 copies** of any one publication

By Phone:	1-877-4-ED-PUBS; **TTY/TDD**: 1-877-576-7734;
By Fax:	1-301-470-1244; or
By Mail:	ED Pubs, P.O. Box 1398 Jessup, Md. 20794-1398.

On the Web: www.ed.gov/pubs/edpubs.html
By E-mail: edpubs@inet.ed.gov

For requests of **more than 10 copies**, ED Pubs representatives must get approval from one of the ED Pubs team members listed below by POC.

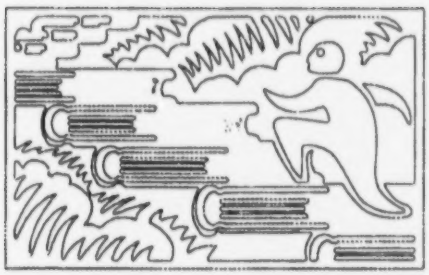
ED employees wanting publications to be delivered to their office or to a conference **must** go through their POC's ED Pubs team member listed below. ED Pubs will not accept orders directly from ED employees other than the team members. This process was put in place partly to control expenses and track orders and the inventory of publications.

ED Pubs Information Products Team

Each ED principal office is represented on the ED Pubs Information Products Team (IPT), whose team leader is Beverley Blondell in the Office of Public Affairs. Your representative, the team leader and the contracting officer's technical representative can help you order publications and provide all information about services and products from ED Pubs.

COTR	Judy Craig	401-1943
IPT Team Leader	Beverley Blondell	401-0078
Contracting Officer	Helen Chang	708-9740
Principal Offices		
OBEMLA	Ki Lee Margarita Ackley	205-8730 205-0506
OCF/CIO	Robert Hurley Karl Fehrman	260-7351 401-3846
OCR	Eleanor Baker Art Besner	205-9495 205-9584
OERI	Sharon Scales Audrey Warcola	219-8048 502-7491
OESE **OESE/SDFS** **OESE/Migr.ED**	Guin Stallings Deirdra Hilliard Lori Ahmady	260-1994 260-2643 260-1391
OGC	Carolyn Adams	401-8340
OIG	Leslie Weisman Gerard Fahy	205-9787 205-5428
OIIA **OIIA/IRC**	Manny Smith Sharon Stevens	401-0778 401-2409
OLCA	Tijuana Silvers	401-1034
OM	Richard Brown	401-2294

OPE	Mary Stewart	502-7740
OS	Beverley Blondell	401-0078
	Kay McNamee	401-1669
OSERS	Carolyn Corlett	205-8241
	Dianne Hardy	205-8242
	Juliette Rizzo	260-2213
OUS	Ann Nawaz	401-5344
	Angela Clarke	401-3630
OVAE	Rebecca Moak	260-9279
	Richard Smith	205-8974
SFA	Veronica Redmond	377-3220
	Vicky Ryce	377-3221
NIFL	Lynn Reddy	233-2052
	Darlene McDonald	233-2055
	Poojan Tripathi	233-2062
NAGB	Tessa Campbell	357-7500
	Mary Crovo	357-6941
	Stephen Swearingen	357-0392
NEGP	Cindy Dixon	724-0015
	Erika Kirby	724-0012



Forms Needed to Get Your Manuscript Edited and Printed

(see Appendix for a sample of all forms mentioned below)

Forms to Bring with Your Manuscript for Editing

1. *Certificate of POC Coordination.* Available from the Editorial Policy, Publications and Printing Branch (EPPP) chief in 5C106 in FB-6 and may be copied from this guide.

   On this form, the originator of the manuscript (that is, the author or similar person responsible for shepherding the manuscript), and the division director and the principal officer of the office publishing the manuscript certify that the manuscript is ready for final clearance. This means that it has been determined by them to be accurate in fact and policy. The names of other reviewers and their POC also must be listed on this form. **Editing may not begin until the EPPP receives this form.**

2. *OPA Publication Information Form.* Available from the EPPP chief in 5C106 in FB-6 and may be copied from this guide.

   This form provides background information about the publication that aids in building a successful dissemination plan. This information also helps the EPPP maintain a full picture of items being published in the Department and avoid duplication of effort and expense.

3. *Request for Clearance of Speech or Article.* Available from the EPPP Branch chief in 5C106 in FB-6 and may be copied from this guide.

   Submitted by the author of the speech or article together with one or the other item, this form provides evidence that the speech or article was approved for delivery or publishing by the employee's division director, POC head and director, and that other experts in the Department cleared the item. This form also helps the EPPP clear the item in a timely fashion based on the dates indicated on the form for the delivery of the speech or the deadline for submission of the article. The form **must be submitted five *working* days prior to the delivery date of the speech.** The deadline for submitting an article varies depending on the length of the article.

Forms to Bring with Your Manuscript for Designing

After **all changes** have been incorporated into the manuscript, including the EPPP's edits, bring both a hard and electronic copy of the manuscript to the graphics artist to whom

you have been assigned by Sherry Schweitzer (see page 12) together with the following completed form:

Graphics Work Order. Available from the Graphics Unit in 5W114 in FB-6 and may be copied from this guide.

This form provides the necessary clearance from the customer's executive officer for graphics services, and provides the graphics artist with a description of the service and the deadline requested. This form **must be submitted with the manuscript at least 10 days prior to the requested delivery date.**

Forms to Bring with Your Manuscript for Printing

After the manuscript, including covers and all art work, has been edited, cleared and proofed in final form by the EPPP Branch, the author or other contact person responsible for shepherding the publication brings the camera copy, art work and, if applicable, the diskette containing the manuscript to the EPPP Branch with the following forms:

1. *Printing and Reproduction Request—Form 5089.* Available only from the printing officer in 5C108 and may **not** be copied from this guide because it is in quintuplicate.

   This form provides the guidelines for printing the job such as 1) the delivery date; 2) the addresses to which the publication should be delivered; 3) the specifications of the publication such as number of pages and colors and the binding and type of proofs requested; and 4) any special instructions.

   The form also provides the source of the funds being used to pay for printing so that the job can be billed to the appropriate office, and the signatures of approval for printing. Four signatures are needed before the job can go to print: those of the person who initiates the publication, that person's manager or other person responsible from the POC, the executive officer and the chief of OPA's EPPP Branch.

   Part I (Items 1–11) is filled out by the author or other person responsible for shepherding the publication and the executive office of the POC paying for the publication.

   Part II (Items 12-24) is filled out by the originating office with guidance from the graphics artist who laid out the job or from the printing officer in the EPPP Branch. Item 23 is signed by the initiator, author or person who is the primary contact for matters regarding the publication.

   Part III is filled out by the division and the executive officer.

   Part IV is filled out by the EPPP Branch.

   The form comprises five copies, and one each is sent to the originator, the manager and the executive officer so that they may have a record of the printing request and keep track of when the publication is due back from the printer. It is important to keep these copies and to make note of the requisition number in Part IV, supplied by the EPPP, so that the EPPP may respond effectively to questions about the publication.

2. *ED CAPS Form, Order for Supplies or Services—Optional Form 347.* Available from customer's executive office and may be copied from this guide. Also available online at http://hydra.gsa.gov/forms/pdf_files/of347.pdf.

This form, which originates in the customer's executive office, is used to obligate the funds for the printing of a publication. The EPPP Branch provides a copy of this form to ED's Finance Office with a copy of the printing order bearing the cost estimate of the printing job. These two forms together allow ED to correctly attribute expenditures by POC.

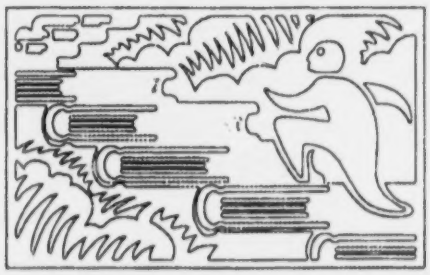
3. *Desktop Publishing—Disk Information—Form 952.* Available from the printing officer in 5C108 and may be copied from this guide. Also available online at http://www.access.gpo.gov/procurement/ditsg/forms.html.

   If a customer provides a diskette or other electronic format of the manuscript to be printed, he or she must also provide Form 952, completed by the graphics specialist who prepared the disk. This form asks for information about the *technical* aspects of the electronic format so that the printer who gets the job is better able to control errors that often get introduced when moving from one computer to another, even when it is the same type and model with the same operating systems, fonts and software.

   On this topic of the prevalence of errors in electronic publishing, GPO advises that manuscripts prepared in Microsoft Word be submitted in camera copy only and *not* electronically. Manuscripts prepared in other software packages more specifically meant for publishing are better suited for submission in electronic form.

4. *Notification of Intent to Publish—Form 3868.* Available from the EPPP Branch in 5C106 and may be copied from this guide. Also available online at http://www.access.gpo.gov/procurement/ditsg/forms.html.

   This form provides information that will help market the publication to the Superintendent of Documents at GPO. While not required, submitting this form is advantageous to the customer because if a publication is chosen for sale through GPO it has a chance of wider distribution than it does through the customer's dissemination plan alone. Instructions for completing this form are included.



Samples of Forms Needed
To Get Your Manuscript Edited and Printed

Certificate of POC Coordination

OPA Publication Information Form

Request for Clearance of Speech or Article

Graphics Work Order (Form 18)

Printing and Reproduction Request (Form 5089)

Order for Supplies or Services (Optional Form 347)

Desktop Publishing—Disk Information (Form 952)

Notification of Intent to Publish (Form 3868)

CERTIFICATE OF POC COORDINATION

This signed form must accompany manuscripts submitted to the Editorial Policy, Publications and Printing Branch for editing and approval for printing. The signatures of officials in the originating POC certify that the attached material is accurate in terms of facts and policy.

TITLE OF PUBLICATION	
POC	NAME AND TITLE OF PERSON TO CALL FOR INFORMATION
TELEPHONE	ROOM AND BUILDING

APPROVALS: Please type name of individual whose signature appears in block. This certifies approval of document to be edited prior to printing.

ORIGINATOR	SIGNATURE	DATE
DIVISION DIRECTOR	SIGNATURE	DATE
PRINCIPAL OFFICER	SIGNATURE	DATE

It is not necessary to obtain signatures from POC reviewers on this form. However, their names and the date on which they approved the text should be recorded.

The text of the above-named publication has been coordinated with:

POC	NAME OF REVIEWER	DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ No POC coordination necessary _____
(signature of Principal Officer)

OPA PUBLICATION INFORMATION FORM

TITLE:

PRINCIPAL OFFICE:

CONTACT NAME:

PHONE:

ROOM/BLDG:

Planned publication date:

Type of publication (report, brochure, newsletter, journal, conference proceedings):

Frequency of issuance (weekly, biweekly, quarterly, monthly, bimonthly, semiannual, annual, single issuance):

Estimated life of publication:

Legislative mandate?

Produced under grant or contract?

Length:

Number of copies to be printed or copied:

Distribution plan (include distribution at conferences, mailing lists and their source, EDPubs distribution, GPO sales, Consumer Information Center, ERIC, Web only, documents on demand):

Brief summary including subject(s), goal(s) addressed and Spanish or other language translation intended (use attachment if necessary):

Audience(s): General public, technical/professional, parents, teachers/school administrators, Congress, other. Be specific.

REQUEST FOR CLEARANCE OF SPEECH OR ARTICLE

INSTRUCTIONS

I. Fill out and submit two copies each of this form and the manuscript for the speech or article, even if no compensation is involved.

II. Obtain clearances from any other POCs that have official responsibility for programs, policies or activities referred to directly or indirectly in the speech or article.

III. a. Obtain the signature of the senior official of the originating POC before submitting the package to Public Affairs.
b. Send the package to the Editorial Policy, Publications and Printing Branch, Office of Public Affairs.

NOTE: All articles and speeches must be submitted five (5) working days in advance of their scheduled delivery date. Material submitted fewer than five working days in advance is subject to disapproval.

TO: Editorial Policy, Publications & Printing Public Affairs	FROM:	DATE:

I - TO BE COMPLETED BY ORIGINATING POC

1. NAME AND TITLE OF SPEAKER/AUTHOR	2. NAME AND TITLE OF PERSON TO CALL FOR INFORMATION
	3. TELEPHONE
	4. ROOM & BUILDING
5. TYPE OF ISSUANCE ❑ SPEECH ❑ ARTICLE ❑ OTHER (Specify)	6. TITLE OR SUBJECT
7. ARTICLE - WHERE ARTICLE WILL BE PUBLISHED	DEADLINE FOR SUBMISSION OF ARTICLE

8. SPEECH - OCCASION, DATE AND PLACE

9. TARGET AUDIENCE

II - CLEARANCES BY OTHER OFFICES

10a. POC NAME	10b. NAME & TITLE OF OFFICIAL	10c. SIGNATURE	10d. DATE

III - APPROVALS

A. ORIGINATING DIVISION AND POC	11. THE ATTACHED MATERIAL IS AUTHORIZED AS (check one) ❑ AN OFFICIAL ASSIGNMENT OF ED ❑ AN APPROVED OUTSIDE ACTIVITY OF EMPLOYEE	
	12a. SIGNATURE OF DIVISION DIRECTOR	12b. DATE
	13a. SIGNATURE OF POC HEAD	13b. DATE
B. EDITORIAL POLICY, OPA	14a. SIGNATURE OF DIRECTOR	14b. DATE

14c. COMMENTS ON ACTION (if appropriate)

GRAPHICS WORK ORDER

Please Read Instructions on Reverse Before Completing Form

SUBMIT THIS FORM WITH ALL WORKING PAPERS TO OPA GRAPHICS, ROOM 5W114, FB-6

DATE SUBMITTED

DUE DATE *(At Least 10 Days After Date Above, Please)*

FROM: *(Office, Division, Branch)*	NAME OF CONTACT PERSON	PHONE NO.

TYPE OF SERVICE REQUIRED	NO. OF PIECES	NO. OF COPIES

PRESENTATION OR EVENT	NO. OF USES

REMARKS AND ADDITIONAL INSTRUCTIONS *(Please Attach Necessary Working Papers)*

OTHER SERVICES

- ❑ EXHIBIT DESIGN/PRODUCTION
- ❑ ARTWORK OUTPUT TO DISK
- ❑ DRY MOUNTING

SIGNATURE OF REQUESTER	SIGNATURE OF EXECUTIVE OFFICER

GRAPHICS STAFF USE ONLY

PROJECT NO.	COMPLETION DATE	CONTRACT SERVICES REQUIRED
		❑ CALLIGRAPHY ❑ ART/GRAPHICS/PHOTO ❑ OTHER

ASSIGNED TO:	REMARKS
MAN-HOURS EXPENDED	

OE FORM 18 *(Revised 6/01)*

GRAPHICS SERVICE REQUEST PROCEDURES

1. TYPE OF ASSISTANCE AVAILABLE: The Graphics unit of the Office of Public Affairs provides design and graphic production services to all Department components. These services include: design and production of camera-ready or disk art for publications and covers, Web art, posters and signage, and exhibit art, as well as consultation and technical assistance. Calligraphy and other graphic art services which cannot be done in-house may require client to pay costs.

2. HOW TO REQUEST SERVICES:

- Schedule a consultation with Graphics staff* for any large or complex project, or any job with a shorter than usual deadline. Simple or repeat projects probably will not require consultation, but feel free to request advice and assistance whenever necessary.

- Complete the Graphics Work Order on the other side of this form, and send it to your executive officer for approval.

- Submit approved form, with all necessary supplemental working papers or disks (in final revision) to Graphics. A lead time of 10 days is generally sufficient to complete requests, though large or complex projects, or jobs that have to be contracted, may require more time.

- Any additional work that is submitted, even though related to a previous or ongoing project, is considered to be a new job and will require additional paperwork.

* Barbara Julius (202-401-1005) is the Graphics representative for OUS, OIIA, and OESE. Sandy Gartenhaus (202-401-3877) is the representative for OM, OVAE and FB-6 lobby exhibits. All other principal offices should contact Jim Newman (202-401-3878).

PRINTING AND REPRODUCTION REQUEST

(See instructions on reverse side of page 5)

Division No.	POC Code No.

PART I *(Except Instructions)*

1. Name Of the Requesting Office And Contact Person	Telephone No.	2. Appropriation No.	Allotment No.
	Room No./Bldg./MS	3. Date Of Request	4. Delivery Date

5. Title Of Publication/Form

6. Status Of Publication/Form *(check appropriate box)*
☐ New ☐ Reprint ☐ Revised *(attach 2 copies with changes indicated)*

7. Type Of Finished Work
a. ☐ Publication c. ☐ Other *(specify)*
b. ☐ Form

8. Distribution	9. Number Of Copies	DO NOT WRITE IN THIS SPACE
a. Mailing Contractor		
b. ED Warehouse *(Approval required)*		
c. Requesting Office		
d. Other Offices		
e. TOTAL QUANTITY:		

10. Deliver Completed Work To:
(Organization, building and room number if different than location in Item 1 above)

11. Special Instructions, Including Overtime Justification

PART II *Printing & Binding Specifications*

12. Furnished
☐ Type Set *(GPO only)* ☐ Camera Copy Attached
☐ Negatives Attached ☐ Disk Attached

13. Total No. Of Pages Submitted
Pages _____ Illustrations _____

14. Margins
☐ Center Format on page
☐ Follow Copy
Top _____ Back/Left _____

15. Paper *(color, weight, and kind)* Ink *(color)*
Text _____ Ink _____
Cover _____ Ink _____

16. Size Flat (Inches) Forms, Sets, Pads _____ x

Fold To (Inches) _____ x

Size Trimmed Page (Inches) Books/Pamphlets _____ x

17. Print
☐ One Side ☐ Head to Head/Foot ☐ Head to Right/Left

18. Pad With Chipboard Back *(circle one)*
Top/Left/Right No. _____ Sheets/Sets Per Pad

19. Perforate/Score *(location)*
_____ From Top / Left / Bottom

20. Punch ☐ Top/Left ☐ 2 Hole Acco Fastener ☐ 3 Ring Binder
Hole Diameter _____ Inches Center to Center _____

21. Proofs (check one)
☐ Galley Proofs ☐ Page Proofs ☐ Blue Line / Color Proof

22. Binding
☐ Assemble Only ☐ Wire Stitch *(circle one)* ☐ Paste On Fold
☐ Material Attached Side / Saddle / Corner ☐ Adhesive
☐ Comb Binding

23. Prepared By
_____ Signature _____ Date

24. Additional Specifications

PART III *Division and POC*

Overtime Requested ☐ Yes ☐ No

Division Approval
_____ Signature _____ Date

This work is authorized and necessary to conduct the activities of this POC. Sufficient funds have been obligated and all necessary clearances within the Department of Education and other Federal agencies have been obtained.

Overtime Authorized	Revised Delivery Date		Estimated Cost	POC Approval
☐ Yes ☐ No		☐ Printing ☐ Duplicating ☐ Graphic	$ _____	_____ Signature _____ Date

PART IV *Printing Section*

Requisition No.	Scheduled Delivery Date	Proofs Date	Office Of Public Affairs
			_____ Signature _____ Date

Comments Regarding Changes in Specifications, Quantity, Cost, Etc.

Printing Section Initial/Date

BEST COPY AVAILABLE

ED FORM 9088, 4/91

COPY 1 - PRINTING SECTION

INSTRUCTIONS FOR COMPLETING FORM ED 5089
PRINTING AND REPRODUCTION REQUEST

PART I-GENERAL INFORMATION

ITEM 1- NAME OF ORIGINATING OFFICE AND PERSON TO CONTACT Enter name of Division, Branch or Section initiating the request and the name, phone number, and room number/building of the person or author who can supply additional information concerning the services to be performed.

ITEM 2- APPROPRIATION AND ALLOTMENT NUMBER Enter appropriate numbers against which completed job is to be charged.

ITEM 3- DATE OF REQUEST Enter date the request is prepared by your office.

ITEM 4- DELIVERY DATE Enter date on which it is necessary for job to be delivered to the requesting office. In determining the delivery date a realistic amount of time should be allowed for processing, copy preparation and printing. Also include time for obtaining necessary internal and external clearances prior to printing. Copies of clearance memoranda should be attached.

ITEM 5- TITLE OF PUBLICATION, FORM, OR OTHER MATERIAL Insert exact title of material to be printed. If the request is for a revision or reprint of an existing publication or form, include current publication of form number previously assigned.

ITEM 6- STATUS OF PUBLICATION OR FORM Check whether the request is for a "new", "reprint", or "revised" publication or form.

ITEM 7- FINISHED PRODUCT Check item A, B, or C to identify the type of finished product desired. For the best purposes of this request the following definitions are applicable:

A. PUBLICATION-Any book, pamphlet, directive, manual, folder, periodical, magazine, newspaper, memoranda, letter, label, technical report, ED manual issuance, regulation, etc., produced by any method of printing regardless of content, format, quantity, distribution, or intended end use.

B. FORM-Any document which contains a pre-designed format with blank spaces for the insertion of information by hand, typewriter or other business machine. The definition includes all forms originated or sponsored by the office for internal administrative purposes or for public use report forms used for collection of information from 10 or more persons other than Federal employees.

C. OTHER-Specify any other material to be reproduced, e.g., photographs, photostats, visual aids, including cover pages, charts, posters, maps, drawings, etc.

ITEMS 8 AND 9-DISTRIBUTION

A. MAILING CONTRACTOR-Enter number of copies to be mailed from Department of Education mailing contractor.

B. ED WAREHOUSE-Indicate number of copies desired for storage/distribution. Approval must be granted as space is limited. Attach justification.

C. REQUESTING OFFICE-Enter the number of copies needed in the requesting office. Copies will be delivered to room number/building specified in item 1.

D. OTHER OFFICES-Indicate the number of copies needed by other offices within the Department of Education and where copies should be delivered.

E. TOTAL QUANTITY-Enter total number requested for printing.

ITEM 10-DELIVER COMPLETED WORK TO-Organization, building, room number, and contact person if different than location in item 1.

ITEM 11-SPECIAL INSTRUCTIONS-Indicate any additional special instructions concerning the material to be printed.

PART II-PRINTING AND BINDING SPECIFICATIONS-To be prepared by requesting office. Any questions should be referred to the Printing Section for assistance.
Additional printing specifications concerning the physical characteristics of the publication or form-for use when there is any deviation from regular course of printing services not indicated on request, special instructions covering construction and layout, etc., must be indicated on a dummy attached to the request with the manuscript/camera copy/negatives.

PART III-DIVISION & POC REVIEW-To be reviewed and approved by Division Director and by the Principal Operating Component indicating final clearance and approval of material to be printed, cost estimates, and authorization of overtime, when necessary.

PART IV-PRINTING SECTION-To be filled in by the Printing Section, indicating requisition number, scheduled delivery date, proof date, and any other changes made in specifications. Office of Public Affairs/Publication Review staff approvals are entered in this area.

BEST COPY AVAILABLE

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER | 2. CONTRACT NO. *(If any)*

3. ORDER NO. | 4. REQUISITION/REFERENCE NO.

5. ISSUING OFFICE *(Address correspondence to)*

7. TO:

a. NAME OF CONTRACTOR

b. COMPANY NAME

c. STREET ADDRESS

d. CITY | e. STATE | f. ZIP CODE

6. SHIP TO:

a. NAME OF CONSIGNEE

b. STREET ADDRESS

c. CITY | d. STATE | e. ZIP CODE

f. SHIP VIA

8. TYPE OF ORDER

☐ a. PURCHASE

REFERENCE YOUR: _____

Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.

☐ b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA

10. REQUISITIONING OFFICE

11. BUSINESS CLASSIFICATION *(Check appropriate box(es))*

☐ a. SMALL ☐ b. OTHER THAN SMALL ☐ c. DISADVANTAGED ☐ d. WOMEN-OWNED

12. F.O.B. POINT

13. PLACE OF

a. INSPECTION | b. ACCEPTANCE

14. GOVERNMENT B/L NO.

15. DELIVER TO F.O.B. POINT ON OR BEFORE *(Date)*

16. DISCOUNT TERMS

17. SCHEDULE *(See reverse for Rejections)*

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)

18. SHIPPING POINT | 19. GROSS SHIPPING WEIGHT | 20. INVOICE NO.

17(h) TOT. *(Cont. pages)*

21. MAIL INVOICE TO:

a. NAME

b. STREET ADDRESS *(or P.O. Box)*

c. CITY | d. STATE | e. ZIP CODE

17(i) GRAND TOTAL

SEE BILLING INSTRUCTIONS ON REVERSE

22. UNITED STATES OF AMERICA BY *(Signature)*

23. NAME *(Typed)*

TITLE: CONTRACTING/ORDERING OFFICER

NSN 7540-01-152-8083
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (REV. 6/95)
Prescribed by GSA/FAR 48 CFR 53.213(e)

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GPO Form 952 (1/93)
Revised for PDF (2/97)

U.S Government Printing Office
Desktop Publishing - Disk Information

This form should be completed and submitted with the electronic media, visual(s), camera copy, if any, and the SF-1 or GPO Form 2511

FOR GPO USE
Jacket no. _____
Program no. _____
Print order no. _____

1. Customer
Agency/Department _____ Date _____
Job Title _____
Agency requisition no. _____ Print order no. _____
Name of person completing form _____ Phone no. _____
Desktop publishing technical contact _____ Phone no. _____

2. Requested Output
❑ GPO/Contractor to output for printing requested
❑ Output (IN-PLANT): Output ❑ Paper ❑ Film ❑ Laser proofs/no. of sets _____
Pages to be output _____ Total no. of pages output _____
Other _____

3. Computer, Operating System, and Media
❑ IBM or compatible with DOS version _____ ❑ Windows version _____
❑ Macintosh Model _____ ❑ With System _____
❑ Other (Unix, OS/2, etc.) - Describe _____

Media Type: ❑ 3-1/2" floppy ❑ SyQuest _____ ❑ Iomega _____ ❑ CD-Rom ❑ Quantity ___
Other (Describe - Include size and quantity) _____

4. Software
Name of page layout (or other "main") program used _____ Version _____
Name(s) of program(s) used for illustrations/drawings _____ Version _____
Name(s) of program(s) used for painting/image manipulation _____ Version _____
Name(s) of other program(s) used _____ Version _____
_____
❑ continued on block 10 or an attachment
Files are supplied in: ❑ Native Format ❑ Print-to-File (PostScript) Format ❑ Both

5. Font(s) - List all fonts used in the file(s) to be output
(This includes any font used in Encapsulated PostScript (EPS) files)

Font name(s) and weights (light, compressed etc.)	Font Manufacturer (Adobe, Bitstream, etc.)

❑ continued on block 10 or an attachment
Are all custom letter spacing or kerning files included? ❑ Yes ❑ No
Have you included all printer and screen fonts? ☑ Yes ❑ No
If no, explain _____

6. Visuals Submitted

Have you included a visual (laser or other proof) of all pages and illustrations?	❑ Yes	❑ No
Was the visual made at less than 100% in order to show bleeds?	❑ Yes	❑ No
Does the visual clearly show color breaks?	❑ Yes	❑ No
Was the proof made on a printer using PostScript language?	❑ Yes	❑ No

See reverse for required file and color information

 Desktop Publishing - Disk Information

7. File Information - List information for all files (including graphics) used in the document to be output or attach a file directory printout which includes: File name; size, and format; and program

List files here:

8. Color Identification Information

Color System Used: ❑ PANTONE ❑ Toyo ❑ TRUMATCH ❑ RGB
❑ CMYK (process colors) ❑ Other_____

Trapping: ❑ Supplied ❑ Do not trap ❑ Create traps as necessary

9. Miscellaneous Checklist

Do the files provide for bleeds (if any)?	❑ Yes	❑ No
Are all graphics linked properly (no cutting & pasting or "store in pub")?	❑ Yes	❑ No
Are all graphic elements "up-to-date"?	❑ Yes	❑ No
Were changes made to any file(s) after the visual was made?	❑ Yes	❑ No

If yes, explain _____

10. Notes/Special Instructions

Recommendations for submitting "Electronic Mechanicals"

- If you are providing files in PostScript format only, remember these are printer driver files and usually cannot be manipulated or changed by GPO or the contractor. Therefore, if any author's alterations are required you will have to provide updated files.
- If any file has been changed for the benefit of the printout (e.g., making an image smaller to show bleeds on a printout) be sure to change the file back before making the disk you are submitting.
- After making the printout, remove any "for position only" images in the files and replace them with an ID number (referenced to the printout and supplied copy) to speed up film output and thus hold down costs.
- If any holding lines (keylines) are used in the file to indicate illustration size and position, indicate on the printout whether these lines print or not.
- On the supplied printout, clearly identify any halftones or other copy being supplied as separate camera-ready copy.
- Clearly mark any miscellaneous instructions that would have been on an overlay (e.g., folding and perforating marks), on the printout or by other means.
- Label all disks with the agency name, project name, the date the disk was made and the requisition or SF-1 number. In addition, show a disk number and total number of disks sent (e.g., 1/5).
- Keep an exact duplicate of all disks and visuals submitted to GPO.
- To avoid false expectations, any requested enhancements to data supplied (e.g., added trapping) should be discussed with GPO ahead of time.

For additional assistance in completing this form and submitting electronic mechanicals, see GPO Circular Letter No. 354 and Technical Report No. 31, or call your Customer Service Representative or Regional Printing Procurement Office.

Mention of any brand name product as an example is not meant as an endorsement of that product nor of its manufacturer.

NOTIFICATION OF INTENT TO PUBLISH—FORM 3868

To insure that your publication will receive proper consideration for inclusion in our Sales and Depository Library programs, please supply all of the requested information available at the time this form is submitted. Please submit at least 30 days before sending in your Printing Requisition, whether you recommend your publication for sale or not. Two copies of the completed form should be sent to: Documents Control Branch (SSMC), U.S. Government Printing Office, Washington, DC 20402.

Stock Number _____ (SuDocs will provide.)

Printing and Binding Req. Number _____

RPPO Control Number _____

Date Submitted _____

Please notify ☐ publisher ☐ printing officer of rider decision.

Please type. Form is aligned for typewriter use.

Part I. To be completed by AGENCY PUBLISHER or PROGRAM OFFICER.

_____ (Publisher, Program Officer, or Author's Name) _____ (Position or Title) _____ (Area Code) (Phone)

_____ (Publishing Agency) _____ (Bureau)

1. Title of publication _____

2. What publication does it supersede? Stock Number _____ Title _____

3. How does this compare with previous editions? _____

4. Intended target audiences. (Please be as specific as possible, e.g., indicate *fossil fuel energy researchers* instead of *researchers or scientists.*)

5. Brief description of contents _____

6. Quantity for agency distribution _____ Specific audiences for agency distribution _____

7. Recommended for sale ☐ Yes—Quantity _____ ☐ No Reason for recommendation _____

8. Suggested audiences for sale copies _____

9. Please check types of promotions planned by agency for sales copies:
   - ☐ Flyer—Quantity _____ Audiences _____
   - ☐ Press Releases—Quantity _____ Audiences _____
   - ☐ Review Copies—Quantity _____ Audiences _____
   - ☐ Advertising In: ☐ Agency Publications ☐ Paid Media ☐ Other _____ Est. Total Circulation _____

10. Will agency mailing lists be used for your promotional mailings? ☐ No ☐ Yes If yes, number of addresses available _____

11. Depository Library distribution ☐ Yes ☐ No If no, reason (See reverse for explanation) ☐ 1) ☐ 2)

Part II. SPECIFICATIONS: To be completed by AGENCY PRINTING OFFICER. _____ (Printing Officer's Name) _____ (Area Code) (Phone)

12. Publication description: ☐ Non-subscription ☐ Subscription ☐ New ☐ Revision ☐ Reprint
    Series—Number _____ Anticipated revision date _____ Series—Title _____

13. FORMAT: ☐ book ☐ tape ☐ folder ☐ microform ☐ form ☐ other _____ ☐ map
    COVER: ☐ self ☐ paper ☐ casebound ☐ other _____
    BINDING: ☐ saddle stitch ☐ side stitch ☐ adhesive ☐ sewn ☐ looseleaf ☐ punched ☐ drilled ☐ banded ☐ shrink wrapped ☐ other _____

14. Unit of Issue _____ No. of Pages _____ No. of Illustrations _____ Trim Size _____ No. of Foldins _____

15. 4-color process ☐ Yes ☐ No Color of ink (Cover) _____ (Text) _____

16. Paper: Cover _____ Text _____ Est. Del. Date _____

17. Jacket No. _____ Program No. _____ Print Order No. _____

18. Printer: ☐ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) _____

Part III. To be completed by SUPERINTENDENT OF DOCUMENTS. Req. Number _____ IMS Initials/Date _____

19. SuDocs riding for _____ copies ☐ Not for sales ☐ For sale line only ☐ Individual cartons ☐ Cartons ☐ ISBN

20. Dep. Lib. riding for _____ copies File Copies _____ IES Copies _____ Item number _____

Part IV. This space may be used by AGENCY.

GPO will ride for _____ paper copies _____ cloth copies

Paper S/N _____ Price: $ _____ Cloth S/N _____ Price: $ _____

GPO Form 3868 (R 1-82)

BEST COPY AVAILABLE

INSTRUCTIONS FOR COMPLETING THIS FORM

To insure that your publication receives proper consideration for inclusion in our Sales and Depository Library programs, please supply all pertinent information available at the time this form is submitted. By providing complete information 30 days prior to submitting your printing requisition, you can be assured that we will have adequate time to make the best decision. Please attach an additional sheet of paper to this form if you require more space to provide complete information.

REMINDER: Please retain a copy of this completed form for your records so that you can add GPO stock numbers and prices if the Superintendent of Documents rides your requisition for sales copies.

If you have any questions or need help with the Sales, Depository Library, or Marketing programs, please call:

Sales Service	**Library Program Service**	**Marketing Office**
Chief Documents Control Branch (202) 512-2414	Chief, Depository Administration Branch (202) 512-1071	Director of Marketing (202) 512-2258

Most of the items on this form are self-explanatory. Additional explanations for some items are given below:

Part I—Agency Publisher or Program Officer: The individual named should be knowledgeable about the content, planned distribution, and marketing of the publication (e.g., editor, publisher, author, or program officer).

2. **What publication does it supersede?** Supply the publication title(s), series number and stock number(s) of the edition(s) which the new publication replaces.

3. **How does this compare with previous editions?** Specify any differences in information, specifications, and content in the new edition.

5. **Brief description of contents:** If a description is contained in the preface, foreword, introduction, or title page, you may attach a copy of the appropriate section instead of filling in this section.

6. **Specific audiences for agency distribution:** Specify what target audience and how many copies of the publication your agency will be distributing.

7. **Recommendation for sale:** If yes, include specific audiences that might be targeted and the estimated size of each audience. Please be as specific as possible, e.g., indicate *energy researchers* instead of *scientists*. If no, explain.

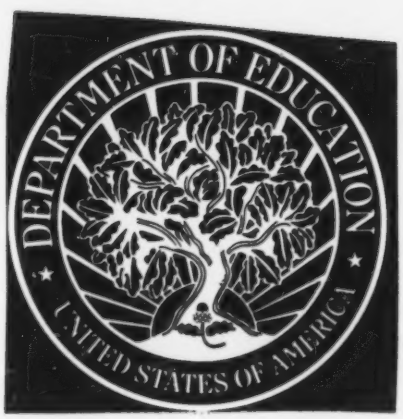
11. **Depository Library Distribution:** 44 U.S.C. Section 1902 requires that Government publications be made available to depository libraries, unless they are:

1. "determined by their issuing components to be required for official use only for strictly administrative or operational purposes *which have no public interest or educational value*" [Emphasis added]

2. "classified for reasons of national security"

If you have answered "no" to question 11, you must indicate into which of the above exception categories your publication falls. (The agency does not bear the cost of depository copies if the document is printed through GPO.)

US GOVERNMENT PRINTING OFFICE : 1993 O - 356-128 QL 3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UNITED STATES OF AMERICA